



PROTECT PEOPLE &
PROMOTE BUSINESS

Frequently Asked Questions

On Background Checks for Licensed Child Care Facilities

How do I contact the Child Care Background Check (CCBC) Unit?

For questions specifically related to a background check, how to complete a background check, or how to use the background check system go to: www.michigan.gov/ccbc. There you will find a CCBC Child Care Provider PowerPoint which is a tutorial on how to access and use the CCBC System. Additionally, you may contact the Child Care Background Check Unit at 1-844-765-2247.

For information on how to become a licensed child care provider, licensing rules or other Child Care Licensing Bureau questions call 517-284-9730 or go to www.michigan.gov/michildcare.

Who is required to have a Child Care Background Check?

Child care background checks are completed on the following individuals:

Applicant for a Child Care License/Licensee (Family, Group and Center)	Licensee Designee (Center Only)
Adult Household Member (Family and Group Only)	Program Director (Center Only)
Child Care Staff Member , including a contract employee or a self-employed individual. (Family, Group and Center)	Volunteer with Unsupervised Access to children in care (Family, Group and Center)

What is a Child Care Background Check?

A child care background check is a both a fingerprint-based and name-based check that will cover the following:

Michigan State Police (MSP) fingerprint-based check of criminal history.	Federal Bureau of Investigation (FBI) fingerprint-based check of criminal history.	National Crime Information Center's check of the National Sex Offender Registry (NCIC/NSOR).
Michigan Public Sex Offender Registry (PSOR).	Michigan Child Abuse & Neglect Central Registry Database Check.	Review of the department's database for previous disciplinary action.

If a person lived outside of Michigan within the past 5 years, the following checks will also be conducted for each state or country the person has lived in during the past 5 years:

State(s) Criminal History Check for any Non-National Fingerprint File (NFF) State.	State(s) Child Abuse and Neglect Registry Check.	National Sex Offender Public Website (NSOPW).
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How much does a Child Care Background Check Cost?

A child care background check costs **\$64.25** if the person has not lived outside of Michigan in the past 5 years. The department does not charge for the processing of child care fingerprints.

Note: If a person has lived outside of Michigan within the past 5 years, additional out of state background checks are required. Instructions will be sent to the applicant related to any additional forms and fees that must be submitted.

What Would Make Someone Ineligible to be Connected to a Licensed Child Care?

A person will be found **Ineligible** if they:

- Are registered, or required to be registered, on a state sex offender registry or repository or the national sex offender registry.
- Are on a Child Abuse and Neglect Registry as a perpetrator.
- Have been **convicted** of a **felony** consisting of 1 or more of the following or any other state or federal equivalent:

Murder or Homicide	Child abuse or child neglect	Crime against a minor child, including, but not limited to, child pornography
Kidnapping	Crime involving rape or sexual assault.	Spousal abuse or domestic violence.
Arson	Physical assault or battery	Human trafficking or involuntary servitude

- Have been **convicted** of a violent **misdemeanor** against a child, including but not limited to, 1 or more of the following crimes:

Child abuse	Child endangerment	Sexual assault	Misdemeanor involving child pornography
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- Have been convicted of a felony, an attempt or conspiracy to commit a felony or any other state or federal equivalent, unless **10 years** have lapsed since the conviction:

harm or threatened harm to an individual	use of a firearm or dangerous weapon	cruelty or torture of any person
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substantial misrepresentation of any material fact, bribery, fraud, larceny, embezzlement, theft, home invasion, breaking and enter, receiving and concealing stolen property, or a crime of similar statute	operating a motor vehicle while intoxicated or impaired causing serious injury or death.	use of a computer or internet to commit a crime
cruelty to animals, including, but not limited to fighting, killing, torturing, and abandoning.	aggravated stalking, aggravated indecent exposure, indecent export by a sexually delinquent person, pandering, transporting an individual for prostitution, and keeping, maintaining a house of ill fame.	habitual offender

- Have been **convicted** of a **felony** drug offense, an attempt or conspiracy to commit a felony drug offense, or any other state or federal equivalent, unless **7 years** have lapsed since the conviction.
- Have been **convicted** of any of the following **misdemeanors**, an attempt or conspiracy to commit any of those misdemeanors, or any other state or federal equivalent unless **5 years** have lapsed since the conviction:

operating under the presence of a controlled substance, use or possession of a controlled substance, and selling or furnishing a controlled substance to a minor	using computers to commit a crime, a substantial misrepresentation of a material fact, embezzlement, breaking and entering, and any other fraudulent crime except retail fraud in the third degree, petty theft, or shoplifting	involving stalking, assault spousal abuse, domestic violence, weapons offense, harboring runaways, aiding and abetting, and arson
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What is the Process for Completing a Child Care Background Check?

Step 1: The child care licensee is responsible for providing all applicants (licensee, licensee designee, adult member of household, child care staff member, unsupervised volunteer) under their license with a [Consent and Disclosure](#) form. This form can also be found at www.michigan.gov/ccbc under the Forms and Resources tab.

Step 2: The applicant must accurately complete the **Consent and Disclosure** form and return it to the licensee. A copy of the applicant's **Consent and Disclosure** form shall be provided to the applicant so that they are aware of their rights and responsibilities. Refusing to consent to the background check or knowingly making a materially false statement in connection with a background check must result in a finding of **Ineligible (CFR 98.43)**.

Step 3: A copy of the **Consent and Disclosure** form must be retained by the licensee and made available to the department upon request.

Step 4: The licensee and/or appointed representative (Primary User of the background check account) will enter the applicant's information into the Child Care Background Check (CCBC) System accurately. Please verify that all information is entered correctly.

Step 5: The applicant will either be scheduled for fingerprinting by the licensee or may be allowed to self-schedule.

Step 6. Print the Fingerprint Request form which is generated in the system and provide it to the applicant. They must take this form to their fingerprinting appointment.

Step 7: The applicant will go to the state contracted fingerprint vendor (with their Fingerprint Request Form) to be fingerprinted. A valid form of government identification with a photo must be presented at time of fingerprinting. Examples include, but are not limited to a valid Driver's License, State Identification Card, Permanent Resident Card, or Passport.

Step 8: Once the applicant has been fingerprinted, the fingerprint vendor will send the prints to the Michigan State Police (MSP) for processing, and the fingerprints are then forwarded to the Federal Bureau of Investigation (FBI). Once the FBI returns the results to MSP, the NCIC NSOR search will be processed by MSP and submitted along with the criminal history record. The timeframe for turn around can be as quickly as the same day, or a few weeks. Reasons for delays may be due to an individual having poor quality prints.

Step 9: Once the fingerprint results are received by the CCBC system, the criminal history checks for MSP, FBI and the NCIC NSOR will be reviewed and analyzed for any exclusionary offenses. Then the Disciplinary Action Registry, Michigan Public Sex Offender Registry and Michigan Child Abuse/Neglect Registry will be reviewed for any disqualifying registry check(s).

Step 10: If a person has not lived outside of Michigan during the past 5 years, they will then be found **Eligible**, or **Ineligible** based upon the registry and criminal history checks.

If the person has lived outside of Michigan during the past 5 years, they will be emailed an **Additional Information** Letter. This letter gives specific instructions for submitting all forms and fees required to complete the out of state background checks. A person who does not submit **all** required forms and fees will be found **Ineligible**. A person who completes **all** required information will be reviewed by the department and be found **Eligible**, or **Ineligible**.

Step 11: Once an applicant has been determined **Eligible** or **Ineligible**, a final decision must be made in the CCBC System to **Connect** or **Disconnect** the applicant.

Thank you,

Child Care Background Check Unit
www.michigan.gov/ccbc
1-844-765-2247